

**Fernald Environmental Management Project
(FEMP)**

Work Force Restructuring Plan

February 1995

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II. EXECUTIVE SUMMARY

The Department of Energy (DOE) has shifted the mission of the Fernald Environmental Management Project (FEMP) from defense-supporting uranium metal production to environmental clean-up. Section 3161 of the National Defense Authorization Act for Fiscal Year 1993, Public Law 102-484 ["The Act"], requires the Secretary of Energy to develop a plan for restructuring the work force at DOE defense nuclear facilities as a result of our nation's changing defense needs.

DOE must submit to Congress a strategy for lessening the impact of defense program reductions on workers and communities. The Act directs stakeholder involvement in developing that strategy. In October 1993, the DOE Fernald Field Office (DOE-FN) prepared the initial FEMP Work Force Restructuring Plan as part of this process. This document ["The Plan"] is a revision to the 1993 FEMP Plan.

At this time it is not envisioned that hourly employees will be impacted by this work force restructuring. Therefore, this Plan applies only to salaried employees.

To provide the required mix of skills for the changing FEMP work scope, and to respond to budget reductions, DOE directed the Fernald Environmental Restoration Management Corporation (FERMCO), the managing contractor for the clean-up at Fernald, to analyze its work force restructuring needs for Fiscal Year (FY) 1995. This analysis resulted in the need for a possible reduction in employment of about two to four hundred salaried FERMCO employees. Accordingly, the DOE Ohio Field Office (OH) issued a 120-day notification of a reduction in force to FERMCO and other stakeholders on October 3, 1994. FERMCO management then sent that notification to its employees. Subsequent to original development of this Plan, DOE received additional information indicating a significant decrease in funding for Fiscal Year 1996. This, too, will require us to review all of our activities and to re-prioritize tasks and further reconfigure and reduce our work force prior to September 30, 1995.

The March 22, 1994, proposed Revised Guidelines for Work Force Restructuring set out a "job attachment" test for employees to be eligible to receive rehiring preference and other benefits under Section 3161. It was proposed that regular employees must have been employed at this facility on September 17, 1991 (the day the first unilateral reduction of the nation's nuclear weapons stockpile was announced), and also have been employed at the time of the 120-day work force restructuring notice. DOE believes that a job attachment test protects those who contributed to winning the Cold War.

Under Section 3161, DOE provides for such benefits as 120-day notifications with corresponding pay continuation, and preferential hiring for involuntarily separated Cold War warriors; early retirement, retirement incentives, voluntary separation pay, training, tuition assistance, outplacement support, relocation assistance, and Displaced Workers Health Benefits for qualified workers.

While these are the minimum benefits that a 3161 eligible employee would receive, this Plan goes beyond that to offer benefits over and above the standard 3161 provisions. There is no guarantee that any future work force restructuring will have benefits equal to or greater than this Plan. There is a very real possibility that future work force restructuring plans will not contain a Voluntary Reduction In Force (VRIF) package.

This Plan is intended to meet the requirements of The Act, and specifically addresses benefits available to affected salaried employees including separation pay, health coverage, and educational aid. The plan also describes activities to assist in job search, training, career development, and other career services.

A key benefit in this Plan is a VRIF program. This program, which will be offered to all FERMCO salaried employees, will lessen the need for involuntary actions while retaining necessary talent to complete the project. It is the desire of DOE to achieve needed reductions without the need for any involuntary actions. Proper communication of this program will assist salaried employees in vulnerable job groups to take advantage of the opportunity for voluntary separation. The program also contains provisions to maintain the skills the FEMP needs to continue to sustain progress toward timely completion of project milestones. The table at the end of this Executive Summary shows a comparison of the benefits under the three VRIF options in this Plan.

In addition, reorganization and redefinition of work scopes, and more efficient use of present resources should promote achievement of work force restructuring goals. The primary DOE goal during this and any future work force restructuring efforts is to maintain the trained work force necessary to complete the FEMP mission effectively and efficiently. To accomplish this, planned reductions are focused on job groups with diminishing work scope and on staffing projections based on a replanned baseline. Retraining efforts will be focused on developing the skills of affected workers, where practicable, to meet the skills required by current and future work scope.

The Plan also provides training initiatives to develop employee capabilities that make them competitive in the job marketplace when their skills are no longer required for the FEMP clean-up mission. In addition, resources such as the FERMCO Career Development Center (FCDC), and others discussed in this Plan, are being provided to allow employees to prepare for new employment opportunities.

At DOE's request, FERMCO formed a Work Force Transition Initiative Team made up of a cross-section of both salaried and wage personnel from FERMCO, including the Fernald Atomic Trades & Labor Council (FAT&LC) and the International Guards Union of America (IGUA), Local 14; the Greater Cincinnati Building and Construction Trades Council (GCBCTC); and DOE. This team's charter was to focus on helping employees and the community adjust to the changes that will come with progressive completion of our work at the FEMP.

We also are encouraging the Fernald Citizens Task Force to evaluate thoroughly the potential option of job-generating future uses of the Fernald site. The Task Force of key stakeholders in the FEMP clean-up is developing recommendations for future use(s) of the site. DOE will continue to assist employees and the community with the ongoing transitions required by the changing nature of work at the FEMP and upcoming budgetary constraints. DOE-FN will continue to work closely with DOE-HQ, DOE-OH, FERMCO, stakeholders, and other federal and community agencies to meet our goals.

Stakeholder input has been weighed heavily in preparation of this, the Final Plan.

A draft of the FY95 Work Force Restructuring Plan was sent to internal and external stakeholders for comment on November 21, 1994. The comment period was from November 21 through December 12, 1994, with a Public Meeting on December 6 in Harrison, Ohio. A transcript of this meeting is available in the Public Reading Room. Attendees of the Public Meeting were encouraged to fill out comment cards and submit them at the end of the meeting. The written comments that were submitted at the Public Meeting appear, verbatim, in a separate document, which is available at the Public Reading Room.

This Final Plan differs in certain material respects from the Draft Plan previously circulated. Where the plans differ, this Final Plan is the controlling document.

VOLUNTARY REDUCTION IN FORCE BENEFITS COMPARISON

BENEFITS	OPTION 1 (Lump Sum)	OPTION 2 (Selected Benefits)	OPTION 3 (3+3 Retirement)	INVOLUNTARY
Lump Sum Payment	X \$15,000	Waived	Waived	Waived
Separation Pay	X (Enhanced Schedule up to 50 weeks)	X (Enhanced Schedule up to 30 weeks)	Waived	Normal Schedule
Medical Benefits	COBRA only*	X * (Displaced Workers)	Retirement Coverage	X (Displaced Workers)
Dental Benefits	COBRA only	X (Displaced Workers)	COBRA only	COBRA only
Employee Assistance Program	COBRA only	X (COBRA w/1 yr paid by FERMCO)	COBRA only	COBRA only
Child Care Assistance	Waived	X (Maximum 2 years)	Waived	X (Maximum 6 months)
Transition Support	Waived	X	Waived	X
Relocation Assistance	Waived	X (Maximum \$3,000) **	Waived	X (Maximum \$2,000)
Professional Dues	Waived	X (Maximum \$150)	Waived	Waived
Educational Assistance	Waived	X (Maximum \$10,000) **	Waived	X (Maximum \$5,000)
Financial Planner	Waived	X (Maximum \$300)	Waived	Waived
Retirement Incentive	Waived	Waived	X (3 Yrs Age & Service)	Waived

* Employees electing Option 1 or 2 who are eligible to retire would receive retirement medical coverage.

** Retirees are not eligible for Educational or Relocation Assistance

III. INTRODUCTION

A. PURPOSE

The purpose of this Plan is to provide a process for an effective transition of the FEMP work force as the environmental restoration project is completed. The Plan provides a strategy to lessen the impact of work force restructuring during FY 95. Stakeholder input was a key factor in developing this strategy. A draft of the FY95 Work Force Restructuring Plan was sent to internal and external stakeholders for comment on November 21, 1994. The comment period was from November 21 through December 12, with a Public Meeting on December 6, 1994, in Harrison, Ohio. The written comments that were submitted at the Public Meeting appear, verbatim, in a separate document, which is available at the Public Reading Room.

This Final Plan differs in certain material respects from the Draft Plan previously circulated. Where the plans differ, this Final Plan is the controlling document.

This Plan addresses short-term restructuring, including benefits for separating salaried employees.

B. BACKGROUND OF THE FERNALD ENVIRONMENTAL MANAGEMENT PROJECT

The Fernald Environmental Management Project, formerly known as the Feed Materials Production Center, is located 17 miles northwest of Cincinnati, Ohio. The facility produced uranium metal products for the nation's defense programs between 1953 and 1989. During those years the facility produced slightly enriched or depleted uranium products for use in the production of plutonium in DOE production reactors. Uranium metal production was suspended in July 1989 to focus resources on environmental restoration.

FERMCO is the prime contractor engaged by DOE to manage all clean-up activities at Fernald for the Department of Energy. FERMCO is a wholly-owned subsidiary of Fluor Daniel Corporation. The FERMCO team is made up of Fluor Daniel and teaming partners: Jacobs Engineering Group, Halliburton NUS Corporation, Nuclear Fuel Services, as well as about 2,000 workers, now employed by the listed employers, who were at Fernald when FERMCO assumed responsibility for the clean-up on December 1, 1992. Before that date, a subsidiary of Westinghouse Electric Corporation was the Management and Operating contractor at Fernald from January 1986 through November 1992. Westinghouse followed National Lead Company of Ohio (NLO), the original managing contractor from 1951 to 1985.

Since production operations were suspended in 1989, the Fernald work force has been dedicated to environmental restoration. In December 1989, the site was added to the U.S. Environmental Protection Agency's National Priorities List of federal facilities in need of remediation. DOE formally announced its intention to end the Fernald production mission in February 1991, and at that time submitted closure and retraining plans to Congress. Closure became effective in June 1991.

In October 1991, program management responsibility within the Department of Energy was transferred from the Office of Defense Programs to the Office of Environmental Restoration and Waste Management. A DOE Field Office was established at Fernald in February 1992 to oversee all aspects of full-scale environmental restoration and waste management. This effort is expected to last several years. With the establishment of the Ohio Field Office in Miamisburg, Ohio, in early 1994, Fernald is now an Area Office reporting to the Ohio Field Office.

The joint DOE-FERMCO mission is:

Together DOE and FERMCO are committed to protecting human health and the environment through the safe, least-cost, earliest, final clean-up of the Fernald site, within applicable DOE orders, regulations, and commitments, and in a manner which addresses stakeholder concerns.

C. SCOPE OF THE PLAN

The programs and benefits provided by this Plan apply to full-time FERMCO salaried personnel and other eligible personnel as defined in DOE guidelines.

D. BASIS FOR SHORT-TERM WORK FORCE RESTRUCTURING

The Remedial Investigation/Feasibility Study (RI/FS) phase of the project is rapidly approaching completion. The FEMP has progressed from operations, waste management, and the RI/FS to discontinued operations, waste disposal, and remedial action. As a result, restructuring the work force has become necessary to provide the required mix of skills to meet changing work scope requirements.

Over time, as more milestones at the FEMP are completed, the needed employee skill mix and number of employees will continue to change.

Restructuring of the FERMCO salaried work force in the next few years will result from the following factors: evolution of the scope of the Fernald restoration project, productivity improvements for the project, and budgetary issues. During FY 95, the FEMP will be the first DOE operational site to complete the transition from environmental characterization and feasibility study work under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) to a completely remedial design/remedial action project. This transition will result in a need to change the skill mix of the salaried work force as well as to reduce the total number of salaried workers at Fernald.

Both DOE and FERMCO are seeking to increase the productivity of the workers at the site, which will result in the need for fewer salaried personnel at the FEMP. DOE has specifically targeted project management and administrative functions for substantial increases in productivity. During FY 94 significant investments were made to install new project management and financial systems. Beginning this year, the FEMP will reap the productivity benefit of those new systems.

The result is reductions in:

- ! Project Management and Project Controls personnel involved in administrative activities; and
- ! Environmental professionals, technicians and support personnel as a result of completion of environmental characterization work under CERCLA.

Affected personnel will be reassigned to other functions at the FEMP to the largest extent possible; however, there must be a net decrease in the salaried work force population at the FEMP.

E. WORK FORCE PLANNING PROCESS

The work force restructuring activity represents an effort to align the work force effectively with its changing environmental management mission. Work force planning is a key element in ensuring that work force restructuring can be accomplished using a systematic strategy to successfully fulfill the FEMP mission. This comprehensive analysis, planning, and retraining approach enables maximum use of the existing work force within established restructuring guidelines and provides an integrated staffing plan for meeting projected mission requirements.

1. WORK FORCE NEEDS ANALYSIS PROCESS

A work force needs analysis was conducted to determine the relative ranking of full-time salaried employees by job group. This is a separate and distinct process that is not required by the Act or Plan, but is a prudent business practice. Salaried employees were individually evaluated based on the following ten essential factors:

- ! Contribution to the FEMP Mission, Values, Standards, and Expectations
- ! Technical Knowledge, Education, Certification
- ! Relationships with People
- ! Oral and Written Communication Skills
- ! Effectiveness of Supervision (if applicable)
- ! Transferability of Skills
- ! Leadership Skills
- ! Quality of Work
- ! Quantity of Work
- ! Work Habits

Through application of this analysis, each salaried employee was evaluated

individually based on current use of his or her skills and potential for meeting current and future mission needs. Upon completion of the individual employee evaluations, salaried employees were ranked by department and job group. The work force needs analysis was applied to all FERMCO salaried employees, as well as long-term teaming partners, regardless of service date.

Division managers are responsible for the results of this analysis with advice from their managers and internal customers. All supervisors and managers were trained to apply this process fairly and consistently.

For any required Involuntary Reduction in Force, the number of affected employees will be determined by division and job group. The division manager will use the results of the work force needs analysis to determine by department and job group which salaried employees will be impacted.

Employees at the lower ranked levels of this work force analysis are considered to be "At Risk" during work force restructuring actions. In other words, these employees have the greatest potential for being involved in any necessary involuntary separation actions. These employees will be provided with "At Risk" notification letters.

In keeping with the FEMP commitment to Affirmative Action, the Needs Analysis Process and results of any Involuntary Reductions in Force will be reviewed to ensure that the current affirmative action policy is applied in a consistent and fair manner. The internal FERMCO posting procedure will be available to all employees impacted by an Involuntary Reduction in Force.

Salaried employees who are affected by an Involuntary Reduction in Force and who elect to appeal a decision may make a written request to the Board of Appeals to have their concern reviewed and evaluated. This Board was instituted for the purpose of providing a means for such employees to obtain a final review as to their particular circumstances. This Board also will ensure that the involuntary reductions are accomplished in a consistent and fair manner. The Board's membership consists of: Employee Ombudsman (Chair), EEO Officer, Human Resources Representative, Engineering Support Representative, and two additional non-voting members. The Board of Appeals will have the responsibility to review the circumstances and make a recommendation to the Office of the President before the reduction action is finalized. This process will be subject to review by the Department of Energy.

Our goal is to maintain a fair work force needs analysis process that identifies and maintains the skills necessary for the environmental clean-up activity at the FEMP. The analysis process includes the transferability of an employee's skill(s) to other assignments at the FEMP as the project progresses.

2. RETRAINING

DOE's goal is to provide training and educational opportunities to employees who are being retained at the FEMP under the Environmental Management Mission, and to provide employees with opportunities to enhance their skills to improve their employment potential outside the FEMP. Increased training for retained workers will be required throughout the life of the project.

DOE's goal is to retain as many individuals as possible who are in positions that are being reduced by placing them in open positions or retraining them for positions that will be required in the future. Employees who possess the minimum education and experience needed to transfer into a position will be considered. Additional training may be required to bring them into full qualification. After selection and transfer, these individuals will be provided site- and job-specific training as determined by the appropriate organization.

a. WORK FORCE RESTRUCTURING TRANSITIONAL ASSISTANCE

To ease the stress and concerns of employees over impending reductions in force, the Employee Assistance Program provider will host several seminars. These seminars may be attended on a voluntary basis and will be aimed at assisting the employee through this troubled and difficult time.

b. WORK PLACE EDUCATION COURSES

As an ongoing measure to assist the current work force to prepare and stay prepared with respect to the basic skills currently required in the work place, a limited number of courses will be offered in basic science, basic mathematics, algebra, physics, English, technical writing, and chemistry. These courses will be offered to all current FEMP personnel after normal working hours and will be delivered in conjunction with one or more of the local community colleges or universities where appropriate credit can be obtained.

c. ENVIRONMENTAL EDUCATION

It is essential to the FEMP safe and least-cost clean-up effort that employees have a working knowledge of current environmental laws and how those laws impact the clean-up project. Each course will be designed to provide the employee with the most current technical information, making them as valuable as possible. DOE intends this training to allow site personnel to relocate within the DOE complex and be a benefit to those organizations who seek to hire additional qualified personnel.

As job openings develop due to the changing work needs, they would be filled from the pool of qualified internal candidates who have successfully taken these courses. The courses will enhance the employees' knowledge and skills as they move toward the desired qualifications.

Training seminars will be provided on the following topics:

- ! Overview of DOE Orders and Standards/Requirements Identification Documents (S/RIDs)
- ! National Environmental Policy Act (NEPA)
- ! Ecology
- ! Risk Assessment
- ! Current Remediation Technologies
- ! Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)
- ! Resource Conservation and Recovery Act (RCRA), including Waste Minimization
- ! Safe Drinking Water Act (SDWA)/Clean Water Act (CWA)/Clean Air Act (CAA)
- ! Hazardous Materials Act
- ! Occupational Safety and Health Act (OSHA)

Challenges of the future FEMP mission will be met by encouraging employees to transfer into other positions as part of the continuing work force restructuring process. This training will also provide individuals who seek employment in the environmental arena outside of the FEMP with the skills necessary to be competitive for the available jobs.

d. EMPLOYEE AND MANAGEMENT DEVELOPMENT

A leadership workshop will be developed and made available to all FEMP personnel who are interested in promoting and fostering a positive working relationship between employees and management. This program will cover such topics as effective briefings, conflict resolution, interpersonal problem solving, time management, work control, and effective communications. Other short, but high impact mini-courses will be offered as the need arises covering such topics as working under pressure, scheduling work, empowerment, and self-leadership.

e. COMPUTER TRAINING

A skills development course will be offered, which will cover the basic user functions. The course will be aimed at assisting employees who have a limited amount of computer knowledge or no computer experience at all. These computer classes will not be associated with any university or technical college, but will serve as a tool to augment and upgrade computer knowledge and skills.

f. ADMINISTRATIVE SUPPORT TRAINING PROGRAM

The Administrative Support Training Program is designed to enhance secretarial skills. The emphasis is on learning proper procedures in such areas as correspondence, payroll, and word processing. The program also provides background on the site organization. Each of the sessions includes exercises to practice using software available on the Site Local Area Network. The program heightens the skills of current secretaries and provides a mechanism for cross-functional training by clerks and others as the project progresses.

g. RADIOLOGICAL TECHNICIAN PROGRAM

A Radiological Technician program is currently in place to train new or existing employees in radiological control positions. This program may be expanded to enable more employees to take advantage of such opportunities. The goal is to provide a skill development program that minimizes involuntary separations and assists employees in securing employment outside of the FEMP.

IV. PLAN COMPONENTS

IMPORTANT NOTE: THERE IS NO GUARANTEE THAT ANY FUTURE WORK FORCE RESTRUCTURING WILL HAVE BENEFITS EQUAL TO OR GREATER THAN THIS PLAN. THERE IS A VERY REAL POSSIBILITY THAT FUTURE WORK FORCE RESTRUCTURING PLANS WILL NOT CONTAIN A VRIF PACKAGE.

A. VOLUNTARY REDUCTION IN FORCE (VRIF) PROGRAM

Salaried employees may volunteer for the reduction before any involuntary actions are taken. DOE's objective is to minimize the number of involuntary actions while providing balance between individual desires and the need for the site to retain essential skills.

If a salaried employee elects separation under the voluntary reduction in force program, he or she must agree that he or she will not accept employment at the FEMP as a consultant or with any company serving as a Department of Energy prime contractor or subcontractor at the FEMP for a period of five years from the effective date of retirement or voluntary separation. In addition, the employee must agree that he or she will not accept employment with Fluor Daniel or any of its affiliates for a period of 30 days from the effective date of separation.

1. WINDOW OF OPPORTUNITY

All salaried employees wishing to volunteer for the VRIF program will be given a specific "window of opportunity" to apply for one of the VRIF options described below. The window will open approximately seven calendar days following issuance of the Final Plan and Release of Claim Forms to employees and stakeholders, and will be open for a period of 38 more calendar days. The agreement to participate in the VRIF program will be revocable for seven calendar days after execution of both the agreement to participate and the release form. The window for voluntary actions will close before the announcement of any involuntary actions, which, hopefully, will not be necessary. Employees will be allowed to change which option they have chosen only during this window of opportunity. The employee's age and service calculations will be based on the termination date, which will be two weeks after acceptance of the employee's application to participate in the VRIF program.

2. EXCEPTIONS

The total number of accepted applications will be established based on the skills necessary to support the scope of work and funding levels for FY 95. A decision will be made as to which salaried employees who volunteer may:

- a. Terminate in accordance with this Plan,
- b. Be offered an extension of this Plan (up to one year) to a date mutually agreed upon by FERMCO management and the employee based on the employee's short term critical skills or
- c. Be denied the voluntary option based on the longer term need for the employee's critical skills.

3 ELIGIBILITY REQUIREMENTS

- a0 The employee must be a full-time salaried FERMCO employee.
- b0 The employee must have been employed at FERMCO at the time of the 120 day Work Force Restructuring notification on October 3, 1994.
- c0 The employee must have at least one year of employment with FERMCO.
- d0 The employee must volunteer during the designated period.
- e0 The employee must NOT have participated in a prior Voluntary Reduction in Force at the FEMP.

Employees on a Leave of Absence can sign up for the Voluntary Reduction in Force if they meet the criteria described above. However, separation will not occur until the employee returns to work.

4 RETIREMENT ELIGIBLE EMPLOYEES

Salaried employees who currently meet the above eligibility requirements (a-f) and are eligible for *full normal or early retirement*, per FERMCO HR Policy 320, "Retirement for Salaried Employees," may elect the VRIF Options 1, 2 or 3. In addition, these individuals would also be eligible for the retiree benefits as stated in the FERMCO HR Policy 320. To help employees clarify their retirement options, DOE has directed FERMCO to offer information sessions, financial workshops, and assistance from the Benefits Section of its Human Resources Department. In accordance with the DOE Restructuring Guidelines, retirees are not eligible for Educational or Relocation Assistance.

All salaried employees who are age 55 or older with ten years or more of service, and salaried employees who are age 65 or older, regardless of years of service, are eligible to retire under HR 320. Retirees may continue medical coverage until they are 65 years old on the same basis as active employees, with coverage subject to such future modifications as may be made applicable to active employees. At the age of 65, the retiree will then be covered under the Medicare Supplemental Plan, at no cost to the retiree. The retiree also will have a \$5,000 life insurance policy, unless he or she is enrolled in the Grandfathered Life Insurance Plan. The Grandfathered Life Insurance Plan, which ended in 1981, provides a benefit of two times the final annual base salary, with \$100,000 maximum, which is reduced by the monthly pension plan to a minimum of \$10,000. The Retirement Plan monthly pension payment benefit is calculated based on age at time of retirement, final average earnings, Social Security wage base, and years of service.

5 VOLUNTARY RIF BENEFITS

Described below are incentives for salaried employees who elect voluntary layoff.

Option 1: LUMP SUM OPTION

Note 1: In electing this option, the employee will be required to terminate from the FEMP within two weeks of notification of acceptance of the employee's voluntary separation. In addition, he or she will NOT be eligible for Option 2: Selected Benefits Option, which includes the benefits of Separation Pay, Child Care, Transitional Support, Relocation, Professional Dues, and Educational Assistance. An employee electing this Option waives his or her right to the normal severance benefit per FERMCO HR Policy 106, "Termination of Salaried Employees." In electing this option, the employee will NOT be eligible for the benefits offered under either Option 2: Selected Benefits Option or Option 3: Accelerated Retirement Option.

Note 2: To clarify questions that were asked regarding unemployment benefits, the appropriate state Bureaus of Employment Services will be given the voluntary RIF benefits portion of the finalized FY 1995 Work Force Restructuring Plan. The Bureau of Employment Services will review the final plan and make a determination on eligibility for unemployment benefits for those employees who choose to volunteer. Past trends from the Ohio Bureau of Employment Services have indicated ruling in favor of granting unemployment benefits for employees who voluntarily terminate, but no assurance can be provided with respect to likely future decisions.

LUMP SUM PAYMENT

Under Option 1, the employee can elect a lump sum payment of \$15,000 plus

an additional payment according to the schedule below.

LENGTH OF SERVICE	WEEKS OF SEPARATION PAY
1 year up to 3 years	5
3 years up to 6 years	10
6 years up to 9 years	15
9 years up to 12 years	20
12 years up to 15 years	25
15 years up to 20 years	30
20 years up to 25 years	35
25 years up to 30 years	40
30 years up to 35 years	45
35 years and over	50

The base salary and full years of continuous service in effect at the time of termination will be used to determine the amount of separation pay. Separation payment will be paid in a lump sum amount and will not be used to off-set unemployment compensation benefits. This payment will not be used in pension calculation and it will have 401(k) and normal payroll tax deductions taken out.

COBRA COVERAGE

VRIF employees electing the Lump Sum Option may choose to receive COBRA coverage for the Medical, Dental, and Employee Assistance Program per the Consolidated Omnibus Budget Reconciliation Act (COBRA).

LIFE INSURANCE

The Life Insurance Policy covering the employee will be cancelled effective the last day of the month of termination. The employee will be eligible to convert to an individual life insurance policy with the insurance carrier (Equicor), providing application is made within 31 days of the notification of eligibility for conversion.

SAVINGS PLAN

Employees choosing Option 1 may take distribution from their vested account in the Employee Savings Plan or leave their money invested in the Plan. Vesting credit will be calculated based on the last day of employment. Employees are encouraged to carefully consider associated income tax consequences. A non-vested employee who elects to take the VRIF will be distributed his or her savings plan contributions, but not the company

matching portion.

Option 2: **SELECTED BENEFITS OPTION**

Note 1: In electing this option, the employee will be required to terminate from the FEMP within two weeks of notification of acceptance of the employee's voluntary separation. An employee electing this option waives his or her right to the normal severance benefit per FERMC O HR Policy 106, "Termination of Salaried Employees." In electing this option, the employee will NOT be eligible for the benefits offered under either Option 1: Lump Sum or Option 3: Accelerated Retirement Option.

Note 2: To clarify questions that were asked regarding unemployment benefits, the appropriate state Bureaus of Employment Services will be given the voluntary RIF benefits portion of the finalized FY 1995 Work Force Restructuring Plan. The Bureaus of Employment Services will review the final plan and make a determination on eligibility for unemployment benefits for those employees who choose to volunteer. Past trends from the Ohio Bureau of Employment Services have indicated ruling in favor of granting unemployment benefits for employees who voluntarily terminate, but no assurance can be provided with respect to likely future decisions.

SEPARATION PAYMENT

VRIF employees who choose Option 2 will be provided a separation payment according to the schedule below. The base salary and full years of continuous service in effect at the time of termination will be used to determine the amount of separation pay. Separation payment will be paid in a lump sum amount and will not be used to off-set unemployment compensation benefits. This payment will not be used in pension calculation and it will have 401(k) and normal payroll tax deductions taken out.

LENGTH OF SERVICE	WEEKS OF SEPARATION PAY
1 year up to 3 years	5
3 years up to 6 years	10
6 years up to 9 years	15
9 years up to 12 years	20
12 years up to 15 years	25
15 years and over	30

MEDICAL BENEFITS

Once removed from the FERMC O payroll, VRIF employees will be offered the opportunity to continue to receive medical insurance benefits consistent with

DOE policy including the option of changing medical plans at the time of termination. Under the Medical Benefits for Displaced Workers, eligible salaried employees may continue medical coverage on a graded-contribution rate. Employees lose eligibility when they become eligible for medical insurance through another employer or a spouse's employer, unless there are preexisting medical conditions at the time the employee becomes eligible for coverage under another plan that would be excluded from coverage under that other plan, and only to the extent of the exclusions. Under certain circumstances, the employee could be able to continue coverage at the employee's expense. Employees should consult the COBRA notice provided by FERMC0, and guidance from the Department of Energy with respect to the Medical Benefits for Displaced Workers, concerning continuing coverage in such circumstances. The table below summarizes the employee contribution by year after separation.

<u>Year</u>	<u>Employee Contribution</u>
1st	normal full-time employee contribution rate
2nd	50% of full COBRA premium
3rd	100% of full COBRA premium
and subsequent years	

DENTAL BENEFITS

Dental benefits will be offered at the same contribution schedule as listed above in the Medical Benefits Section.

NOTE: For both Medical and Dental benefits, once either the contribution or the required certification for eligibility form is 30 days past due, the coverage will be cancelled. The employee will be notified 5 working days prior to cancellation. Once an employee's coverage is cancelled, the coverage cannot be reinstated.

LIFE INSURANCE

The Life Insurance Policy covering the employee will be cancelled effective the last day of the month of termination. The employee will be eligible to convert to an individual life insurance policy with the insurance carrier (Equicor), providing application is made within 31 days of the notification of eligibility for conversion.

SAVINGS PLAN

Salaried employees who elect Option 2 may take distribution from their vested account in the Employee Savings Plan or leave their money invested in the Plan. Vesting credit will be calculated based on the last day of employment. Employees are encouraged to carefully consider associated income tax consequences. A non-vested employee who elects to take the VRIF will be distributed his or her savings plan contributions, but not the

company matching portion.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Option 2 employees who elect the EAP benefit will receive the first year of their COBRA coverage (\$25) paid by the company and have the option to continue the coverage at their cost for the additional six months of COBRA coverage.

CHILD CARE ASSISTANCE

After separation a VRIF participant will be eligible for child care assistance of up to \$75 per week per child up to a maximum of three children while:

1. Actively engaged in a job transition through the Career Transition Center for up to one year following termination,
- or
2. Enrolled as a full-time student for up to two calendar years following separation.

TRANSITION SUPPORT

Option 2 VRIF participants will be provided transition counseling and use of the Career Transition Center to conduct a successful transition from the FEMP for up to one year after separation.

RELOCATION ASSISTANCE

Under Option 2, a voluntarily separated worker who accepts a position at another DOE facility within one year from the effective date of separation will be eligible for relocation assistance, not to exceed \$3,000. This benefit is available for any worker who accepts a federal, prime contractor or subcontractor position at a DOE facility that is over 50 miles from the FEMP. The employee will be required to submit proof of: a 1) employment at another DOE location, 2) a move, and 3) certification that the relocation expenses were not paid by another source. For relocation to jobs external to the DOE sites, Department of Labor Job Training Partnership Act Title III funds will be requested to provide relocation assistance for eligible individuals. A maximum of \$800 assistance per individual is available through the Job Training Partnership Act.

Note: *Consistent with current DOE guidelines on work force restructuring benefit levels, retirees are not eligible for Relocation Assistance.*

PROFESSIONAL DUES

Option 2 employees will be offered payment of a one-year membership in a professional association up to a maximum of \$150 within six months of separation.

EDUCATIONAL ASSISTANCE

Option 2 VRIF participants will be provided educational assistance to allow them to pursue education at any institution of higher learning, which could lead to gainful employment. Each individual will be eligible for up to \$10,000 of educational assistance for tuition and books. This will allow workers to begin immediate study at schools where the curriculum may be valuable in enhancing skills and talents to increase their ability to find and to qualify for viable jobs. This educational assistance will allow for course work not related to DOE or contractor activities, provided the course work enhances the individual's employability. An affected employee may take advantage of this benefit if registered for the initial course(s) within one calendar year of separation. The benefit can continue for up to two years following enrollment in the initial class(es). Exceptions to this time period due to extenuating circumstances will be handled on a case-by-case basis.

Note: *Consistent with current DOE guidelines on work force restructuring benefit levels, retirees are not eligible for Educational Assistance.*

FINANCIAL PLANNING

Option 2 VRIF participants will be provided up to \$300 for the services of a financial planner within six months of separation. This will be reimbursed upon receipt of proof of payment, or payment can be made directly to the financial planner upon receipt of an invoice for the services.

COBRA COVERAGE

Because of the Consolidated Omnibus Budget Reconciliation Act (COBRA), VRIF participants must be offered COBRA coverage for the Medical, Dental, and Employee Assistance Program. An employee may elect COBRA coverage for Medical, Dental, and Employee Assistance instead of the benefits in the Selected Benefits Option.

Option 3: ACCELERATED RETIREMENT OPTION

Note: *In electing this option, the employee will be required to terminate from the FEMP within two weeks of notification of acceptance of the employee's voluntary separation. An employee electing this option waives his or her right to the normal severance benefit per FERMC O HR Policy 106, "Termination of Salaried Employees." In electing this option, the employee will NOT be eligible for the benefits offered under either Option 1: Lump Sum or Option 2: Selected Benefits Option.*

This option is available for those salaried employees who:

- a0 Are eligible for *normal* retirement per FERMCO HR Policy 320, "Retirement for Salaried Employees."
- b0 Are eligible for *early* retirement per FERMCO HR Policy 320.
- c0 Are within three years of service and/or age eligibility for retirement (according to FERMCO HR Policy 320).

By electing this option, the employee will be credited with an additional three years in age and three years in service to be used in retirement eligibility and pension calculation. The retirement date will be the first of the month following the termination date. Medical coverage will be provided to retirees under the retirement benefits package instead of the Medical Benefits for Displaced Workers.

MISCELLANEOUS

DOE has directed FERMCO to formulate a work sheet, informational sessions, and financial workshops to assist employees in considering the three options. In addition, if an employee would choose Option 2, they could receive reimbursement for the services of a professional financial planner who assisted them in making the decisions. Under Options 1 or 3, the employee could elect to utilize their lump sum or pension benefits to pay a professional financial planner. The FERMCO Benefits Section can prepare an estimated calculation of the 3+3 option.

Taxation

All benefits provided in these options may be considered taxable income and would therefore be subject to Internal Revenue Service regulations. Employees with questions or concerns in this area should consult with a tax advisor.

Extensions

VRIF participants whose employment is extended will receive the VRIF benefits in accordance with this Plan and their continuous service date as of the actual termination date.

Hourly Work Force

At this time, reductions in the hourly work force are not anticipated.

B0 INVOLUNTARY REDUCTION IN FORCE (RIF) PROGRAM

Note: *The Worker Adjustment Retraining and Notification (WARN) Act requires employers to give affected employees written notice of a mass involuntary layoff at least 60 days prior to the date of the intended layoff. Employers may conduct the involuntary layoff by providing written notice to the affected employees that their termination date will occur 60 days thereafter. Affected employees' salaries will continue during the 60-day period following the notice. If during the 60-day period, however, an employee successfully obtains new employment, the employee must terminate employment at the FEMP before beginning his or her new job, at which time the remaining salary continuation shall cease.*

While the desire is for the VRIF program to result in enough voluntary separations to preclude the need for any involuntary separations, the following provisions will apply if involuntary separations become necessary:

1 FERMCO SALARIED EMPLOYEES

Immediately upon notification, all employees selected for an involuntary action will be reviewed for internal placement. In addition to the normal method of internal transfers, a listing of all open requisitions will be made available to affected employees. All affected persons will be reviewed against current and expected job openings where the employee has the qualifications required for the position. This process will allow impacted employees to bid on other jobs or enter retraining programs before their termination date.

2 SUBCONTRACTOR COMPANIES

Companies under subcontract to FERMCO should contact their contracting officer for information regarding employee eligibility and benefits. Appropriate benefits under Section 3161 of the National Defense Authorization Act for Fiscal Year 1993, Public Law 102-484, will be offered to eligible subcontractor employees. Such employees must meet the work force restructuring eligibility criteria specified in the DOE proposed guidelines for implementing 3161 and will be eligible for limited benefits.

3 INVOLUNTARY RIF BENEFITS PACKAGE

A benefits package will be provided to all FERMCO salaried employees who are involuntarily laid off. Detailed below are the major benefits provided to involuntarily laid off salaried employees including: separation payment, medical/dental, life insurance, retirement, and savings plan benefits. Training benefits are addressed separately in Section III.E, "Retraining."

Benefits review sessions will be provided to all affected employees during the week immediately following individual notification. The sessions will consist of an explanation of continuation of benefits, the costs involved, the forms to submit, the different lengths of coverage, the retirement plan, how retirement benefit calculations were made, and savings plan options. Individual counseling sessions will be available to address unique situations, needs, and options for each employee.

SEVERANCE PAY

FERMCO salaried employees are entitled to a severance payment if the employee is involuntarily laid off. The base salary in effect at the time of termination will be used to determine the amount of severance pay. Payment will be made in a lump sum amount and will not be used to offset unemployment compensation benefits. Payment of severance is based upon the following table and will be paid in a lump sum amount.

LENGTH OF SERVICE	WEEKS OF SEVERANCE
1 year up to 3 years	3
3 years up to 6 years	5
6 years up to 9 years	7
9 years up to 12 years	11
12 years up to 15 years	22
15 years and over	24

MEDICAL BENEFITS

Once removed from the payroll, involuntarily separated employees will be able to continue to receive medical insurance benefits consistent with DOE policy including the option of changing medical plans at the time of termination. Under the Medical Benefits for Displaced Workers, eligible employees may continue medical coverage on a graded contribution rate. Employees lose eligibility when they become eligible for medical insurance through another employer or a spouse's employer unless there are preexisting medical conditions at the time the employee becomes eligible for coverage under another plan. Under certain circumstances, the employee could be able to continue coverage at the employee's expense.

Employees should consult the COBRA notice provided by FERMCO, and guidance from the Department of Energy with respect to the Medical Benefits for Displaced Workers, concerning continuing coverage in such circumstances. The table below summarizes the employee contribution by year after separation.

<u>Year</u>	<u>Employee Contribution</u>
1st	normal full-time employee contribution rate
2nd	50% of full COBRA premium
3rd	100% of full COBRA premium
and subsequent years	

DENTAL BENEFITS

Dental benefits will be offered under COBRA, at 102% of the program costs. The employee will have 60 days to sign up for continuation of benefits, and another 45 days to begin contribution payments. Once the initial contribution is made, and as long as the employee continues to make the contribution, coverage will continue for 18 months.

NOTE: For both Medical and Dental benefits, once either the contribution or required Certification of Eligibility is 30 days past due, the coverage will be cancelled. The employee will be notified, however, 5 working days before cancellation. Once an employee's coverage is cancelled, the coverage cannot be reinstated.

LIFE INSURANCE

The life insurance policy covering the employee will be cancelled effective the last day of the month of termination. The employee will be eligible to convert to an individual life insurance policy with the insurance carrier (Equicor), providing application is made within 31 days of the notification of eligibility for conversion. Notifications are typically issued within two weeks of termination.

RETIREMENT

All salaried employees who are age 55 or older with ten years or more of service, and salaried employees who are age 65 or older, regardless of years of service, are eligible to retire. Retirees may continue medical coverage until they are 65 years old on the same basis as active employees, with coverage subject to such future modifications as may be made applicable to active employees. At the age of 65, the retiree will then be covered under the Medicare Supplemental Plan, at no cost to the retiree. The retiree also will have a \$5,000 life insurance policy, unless he or she is enrolled in the Grandfathered Life Insurance Plan. The Grandfathered Life Insurance Plan, which ended in 1981, provides a benefit of two times the final annual base salary, with \$100,000 maximum, which is reduced by the monthly pension plan to a minimum of \$10,000. The Retirement Plan monthly pension payment benefit is calculated based on age at time of retirement, final average earnings, Social Security wage base, and years of service.

Note: Consistent with current DOE guidelines on work force restructuring benefit levels, retirees are not eligible for Relocation or Educational

Assistance.
SAVINGS PLAN

Salaried employees may take distribution from their vested account in the Employee Savings Plan or leave their money invested in the Plan. Vesting credit will be calculated based on the last day of employment. Employees are encouraged to consider associated income tax consequences carefully. A non-vested employee who is selected for involuntary separation will be refunded his or her savings plan contributions, but not the company matching portion.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Employee Assistance Program professionals will be readily available during the layoff period to assist managers and employees in need of counseling. The program currently offers counseling services to all FERMCO employees and family members to help them work through problems dealing with family relationships, individual problems of daily living, marital relationships, stress, substance abuse, and work-related problems. EAP professionals are available to train or to provide guidance to managers and supervisors on recognizing and being sensitive to the concerns of employees, as well as their own feelings on making layoff decisions and delivering notifications, and how to appropriately use the services of the EAP. Continuation of the EAP benefit will be offered through COBRA.

CHILD CARE ASSISTANCE

Child care assistance of up to \$75 per week per child (to a maximum of three children) will be provided for salaried employees affected by an involuntary reduction. The intention of this benefit is to afford employees the opportunity to make use of the tuition reimbursement benefit and to make maximum use of their time seeking employment. The assistance with actual expenses will be available for up to six months after termination, as long as the laid off worker is an active user of the Center.

RELOCATION ASSISTANCE

A laid off worker who accepts a position at another DOE facility within one year from the effective date of termination will be eligible for relocation assistance, not to exceed \$2,000. This benefit is available for any worker who accepts a federal, prime contractor or subcontractor position at a DOE facility that is over 50 miles from the FEMP. The employee will be required to submit proof of: 1) employment at another DOE location, 2) a move, and 3) certification that the relocation expenses were not paid by another source. For relocation to jobs external to the DOE sites, Department of Labor Job Training Partnership Act (JTPA) Title III funds will be requested to provide relocation assistance for eligible individuals. A maximum of \$800 assistance per individual is available under the Job Training Partnership Act.

Note: *Consistent with current DOE guidelines on work force restructuring benefit levels, retirees are not eligible for Relocation Assistance.*

EDUCATIONAL ASSISTANCE

Laid off workers will be provided educational assistance to allow them to pursue education at any institution of higher learning, which could lead to gainful employment. Each individual will be eligible for up to \$5,000 of educational assistance for tuition and books. This will allow workers to begin immediate study at schools where the curriculum may be valuable in enhancing skills and talents to increase their ability to find and to qualify for viable jobs. This educational assistance will allow for course work not related to DOE or contractor activities, provided the course work enhances the individual's employability. An affected employee may take advantage of this benefit if registered for the initial course(s) within one calendar year of separation. The benefit can continue for up to two years following enrollment in the initial class(es). Exceptions to this time period due to extenuating circumstances will be handled on a case-by-case basis.

Note: *Consistent with current DOE guidelines on work force restructuring benefit levels, retirees are not eligible for Educational Assistance.*

C0 CAREER DEVELOPMENT CENTER

A continuing benefit to all employees has been provided through the introduction of the FERMCO Career Development Center (FCDC). The FCDC was established in March 1994 to assist employees in maintaining their internal employment for as long as possible while developing their capabilities to succeed in areas outside Fernald when their role in the FEMP project is complete.

At the FCDC, current employees receive assistance through career development counseling and various resources and forms of educational assistance. Staff members from the FERMCO Career Development Center offer seminars to better inform site personnel of the function of and procedures for using the FCDC, while reinforcing the idea that individuals need to take charge of their own careers.

Included in the services of the FCDC are:

Self-Assessment tools: personality assessments, interest indicators, and computer assisted career guidance.

Career Planning: value identification, goal setting, career plan development, and strategies to achieve goals.

Resume Development: an important aspect for every job seeker, so employees receive personalized assistance in the development of an effective resume based on their situation.

Job Search Strategies: networking, employment agencies, and responding to advertisements are discussed and training provided to maximize the use of each.

Interviewing: both group and one-on-one counseling so that employees can get the most out of an interview.

Retirement Planning: to ensure that when employees do retire, there are few surprises and, in fact, they are ready for and content with the decision.

Entrepreneurial Counseling: consultation in the up-front planning and preparation, as well as an understanding of the legalities necessary for success.

Workshops: to help employees with the details involved in career planning and implementation.

Resources: local and national newspapers, professional journals, research tools and materials, "how to" information, and job leads.

Educational Assistance: academic counseling, payment for tuition, fees and books, scholarships, loans and gift matching programs.

The Continuing Educational program of the FCDC offers a variety of resources, including materials and contacts from various local colleges and universities, as well as many national non-traditional universities with programs tailored to the adult learner working full time.

In addition, the Continuing Educational program has made available many open houses hosting admissions personnel and advisors from local institutions, resources on how to evaluate schools, how to apply for different programs, and how to obtain financial assistance. These materials, in conjunction with the academic counseling provided by the FCDC, can assist employees in planning and pursuing academic programs.

D0 OUTPLACEMENT SERVICES

DOE's intent is not only to equip affected employees with the skills needed to launch a job search, but also to provide the opportunity and resources needed for success. To do this, a Career Transition Center, if necessary, will be established for use by all affected employees. DOE will ensure that all affected employees are provided the resources and assistance required to effectively manage transition planning. This will include maximizing use of various government programs such as Interstate Job Bank, Job Training Partnership Act, and Training for Remediation Programs (Department of Labor) and Troops to Teachers (Department of Defense). Support services are described below.

1 JOB SEEKING SKILLS WORKSHOPS

Job seeking skills workshops will be provided to all eligible employees to build the employee's skill and understanding in job transition issues. A positive attitude is essential for a successful job search campaign. An involuntary reduction can have the effect of lowering self-esteem and confidence and raising doubt about self-worth. Counseling will be provided to help employees cope with the normal range of expected emotions including shock, anger, sadness, guilt, and fear.

Once these emotions are validated and explained, the person is better able to accept and deal with them and focus on moving forward with his or her job search. One of the most effective means of re-establishing a positive self-image is to identify areas of strength and personal preference. It is the employee's unique strengths and preferences that form the basis for the job search and help to identify what to look for and how to fashion an appropriate resume. The workshops will provide employees with an understanding of what constitutes a good resume, the different styles available, and when to use each. Employees will also be trained in the value and use of cover letters and personal and professional references.

Organization is key to success in any job search, so issues such as setting up a tracking system, being prepared for telephone calls, and establishing a job search network will be discussed.

Various techniques will be presented to identify potential employers and job opportunities such as:

- ! Use of Corporate Directories
- ! Classified Advertisements
- ! Trade Journals
- ! Industrial Directories
- ! State Indices
- ! Networking
- ! Employment Agencies
- ! Mail Marketing
- ! Job Fairs

Interviewing skills will be addressed and practiced during the workshops so that constructive feedback can be obtained in a safe setting. How to present oneself, answer and ask questions, and verbally and non-verbally communicate the right message(s) will be discussed. Effective follow-up to interviews will also be presented. Finally, receiving, evaluating, and declining or accepting job offers in a professional manner will be discussed.

2 CAREER TRANSITION CENTER

The Career Transition Center will provide semi-private and common areas, computers, phones, facsimile and copying capabilities. Resume preparation assistance will be provided as needed, as well as professional consultation on the resume contents and effectiveness.

In addition to providing facilities and equipment, the Career Transition Center will provide resources such as:

- ! Local and Nation-wide Newspapers
- ! Trade Journals
- ! Industrial Directories
- ! Self-Help Programs
- ! Employment Journals

Opportunities within and outside the FEMP will be advertised on a job posting board. Job opportunities at other DOE installations will be posted. The Career Transition Center will have access to the newly established DOE Job Opportunities Bulletin Board System (JOBBS) to facilitate job matches at other DOE facilities.

To broaden affected employees' job search networks and identify the maximum number of job opportunities, Job Development activities will be conducted at the Career Transition Center. This identifies and publicizes job leads, both local and national, to all affected employees. Contacts may include local Chambers of Commerce, the Department of Labor, employment bureaus, and individual employers.

The primary tool for communicating job leads will be the job posting board. A Job Development activity will yield upwards of 200 opportunities per week, which will be posted immediately upon receipt.

In the FCDC, and in the Career Transition Center, maximum use will be made of local seminars to assist employees toward future careers. Such seminars and other assistance are provided by communities, private groups, and the State of Ohio. A Job Fair may also be conducted where local employers would be invited to meet interested employees and to discuss opportunities in other organization(s).

E0 EMPLOYMENT POLICIES

1 PREFERENCE IN HIRING

The March 22, 1994, proposed Revised Guidelines for Work Force Restructuring set out a "job attachment" test for employees to be eligible to receive rehiring preference and other benefits under Section 3161. It was proposed that regular employees must have been employed at this facility on September 17, 1991 (the day the first unilateral reduction of the nation's nuclear weapons stockpile was announced), and also have been employed at the time of the 120-day work force restructuring notice (October 3, 1994). For intermittent workers (generally construction workers), the worker must have been employed at the facility within 90 days preceding the restructuring notification and worked a total number of hours at the facility equivalent to having worked full-time from September 27, 1991, to the date of the 120-day notification. DOE believes that a job attachment test protects those who contributed to winning the Cold War.

As specified in the Under Secretary's National Stakeholder Memorandum of August 24, 1994, hiring preference will be extended to eligible involuntarily laid off workers who were employed at a Defense Nuclear Facility (e.g., the FEMP) as described above. This preference:

- a0 Is for job openings with DOE and DOE contractors.
- b0 Is a continuing preference as long as the involuntarily laid off worker is available for re-employment.
- c0 Is for jobs for which the involuntarily laid off worker is qualified.
- d0 Terminates if the involuntarily laid off worker takes a long-term job elsewhere or does not actively indicate interest in maintaining preference eligibility.

2 REHIRE RESTRICTION

If a salaried employee retires or elects separation under the voluntary reduction in force program, he or she must agree not to accept employment at the FEMP as a consultant or with any company serving as a Department of Energy prime contractor or subcontractor at the FEMP, for a period of five years from the effective date of separation. In addition, the employee must agree that he or she will not accept employment with Fluor Daniel of any of its affiliates for a period of 30 days from the effective date of separation.

Involuntarily selected salaried employees who are affected by the restructuring will not be eligible for rehire at the FEMP while covered under the severance payment period. In addition, the employee must agree not to accept employment with Fluor Daniel of any of its affiliates for a period of 30 days from the effective date of termination or while covered under the severance payment period, whichever is longer.

Once the severance period has elapsed, and if suitable positions become available, employees affected by an involuntary layoff may be considered for rehire. An affected worker can forego his or her severance benefit or a pro-rated share of monies already taken and accept the available employment. Upon rehire, the established HR policy regarding employee service dates will be applied.

Employers may conduct the involuntary layoff by providing written notice to the affected employees that their termination date will occur 60 days thereafter. Affected employees' salaries will continue during the 60-day period following the notice. If during the 60-day period, however, an employee successfully obtains new employment, the employee must terminate employment at the FEMP before beginning his or her new job, at which time the remaining salary continuation shall cease. The employee will still be eligible, however, for the authorized severance payment, provided that the new employment is not at the FEMP.

Once the reduction is completed, first consideration for new employment opportunities at the FEMP will be given to employees who were involuntarily separated. Following these reviews, consideration will be given to employees involuntarily separated from the DOE Miamisburg and Portsmouth facilities before considering other candidates from the DOE complex. To ensure priority consideration, the DOE Job Opportunity Bulletin Board Systems (JOBBS) will be used to identify any candidates available from other DOE installations and to make Fernald positions available to them. DOE created JOBBS to allow contractors to place the resumes of their employees on the system for other contractors to view, and also to place their job opportunities on it for preferential hiring purposes.

F0 VOLUNTARY REDUCTION IN FORCE PROJECTED COSTS

Activity	FY 1995
Separation Payments	\$7,076,648
Benefits: Medical, Dental, EAP	442,384
Educational Assistance	172,000
Relocation Cost	10,320
Child Care	176,300
Professional Dues	25,800
Financial Planner	51,600
Accelerated Retirement Incentive	288,000
TOTAL	\$ 8,243,052

Assumptions for cost estimates:

- Force;
- ! Approximately 400 employees will volunteer for the Reduction in
 - ! Approximately 216 (54%) employees will select Option 1;
 - ! Approximately 172 (43%) employees will select Option 2; and
 - ! Approximately 12 (3%) employees will select Option 3.

V. STAKEHOLDER INVOLVEMENT

A0 SUMMARY OF ACTIONS IN RESPONSE TO STAKEHOLDER COMMENTS

As a result of the input received from Fernald Stakeholders both in writing and at the December 6, 1994, Public Meeting, a number of issues were raised regarding the Draft FEMP Plan. The following is a summary of those issues.

- ! **ISSUE 1:** The draft Plan does not provide an equitable separation benefit for employees with longer years of service at the FEMP.

RESPONSE ACTION: An extended separation payment schedule was developed to provide an increased benefit to the longer years of service employees. Option 1 was modified to include this schedule.

- ! **ISSUE 2:** The "Window of Opportunity" provided in the draft Plan does not allow employees adequate time to make a reasonable decision in volunteering for the work force restructuring voluntary program.

RESPONSE ACTION: DOE-FN will extend the "Window of Opportunity" from two weeks to 38 calendar days and will direct FERMCO to develop mechanisms to help employees make a reasonable decision. Some of these mechanisms include: informational sessions, financial workshops by professional planners, and a work sheet for use by employees to evaluate their individual circumstances.

- ! **ISSUE 3:** Retirees and employees near retirement eligibility expressed that Option 3 should include a number of variations for how the employee can use the additional three years of age and three years of service.

RESPONSE ACTION: DOE-FN analyzed various changes to Option 3. According to the pension plan actuary, any changes to the current option would drastically increase the cost beyond the FY95 Work Force Restructuring Guidelines. Therefore, DOE does not feel it is feasible to make changes to Option 3.

- ! **ISSUE 4:** A concern was raised regarding the timing of the plan versus academic schedules to enroll in classes.

RESPONSE ACTION: The Plan was clarified to allow employees to enroll in classes within one year of separation and two years beyond that to utilize the educational benefits detailed in Option 2.

B0 COMMUNITY INVOLVEMENT

Local stakeholders are involved in the Fernald Citizens Task Force and have focused attention on the following concerns:

- ! What should be the future of the site?
- ! What should be the clean-up levels?
- ! Where should radioactive and hazardous wastes present at the Fernald site be disposed?
- ! What should be the clean-up priorities?

The Manager of the DOE Ohio Field Office is an *ex officio* member of the Task Force. DOE will assist the Task Force in consideration of its concerns and to facilitate appropriate economic development at the Fernald site. DOE is in the process of further defining economic development guidelines, analogous to the process it has used to establish guidelines for the development of work force restructuring plans.

C0 STAKEHOLDER COMMENTS

A draft of the FY95 Work Force Restructuring Plan was sent to internal and external stakeholders for comment on November 21, 1994. The comment period was from November 21 through December 12, 1994, with a Public Meeting on December 6, 1994, in Harrison, Ohio. A transcript of this meeting is available in the Public Reading Room.

The written comments that were submitted at the Public Meeting appear, verbatim, in a separate document, which is available at the Public Reading Room. The answers to any explicit or implicit questions are in the Q&A section of that document.

Questions were submitted to DOE before, during, and after the Public Meeting. The questions and answers were published and previously provided to employees through a series of nine Employee Updates, which were made available in hard copy form and on the sitewide LAN cc:Mail Bulletin Board. The Q&As contained in those nine Employee Updates were consolidated by subject, but not edited in content. The answers were based on the draft Plan as of the time the questions were asked. Since that time, the Plan has been modified in response to the comments and questions. Therefore, if there are any discrepancies between these answers and the Final Plan, the Final Plan itself is the controlling document. The Question and Answer document is available in the Public Reading Room.